



No.12035/3/2002-Pol.II  
Government of India  
Ministry of Urban Development  
Directorate of Estates  
Policy-II Section

Nirman Bhavan,  
New Delhi – 110 108.

Dated the 25<sup>th</sup> June, 2013.

OFFICE MEMORANDUM

Sub: Furnishing of information regarding transfer, retirement, voluntary retirement, resignation, missing, long leave (with medical certificate and without medical certificate) and death of Government officials, who have been allottees of General Pool Residential Accommodation (GPRA) and disciplinary action taken against the delinquent allottees of GPRA to the Directorate of Estates.

I am directed to refer to this Directorate O.M. of even number dated 25.1.2002 on the subject mentioned above requesting all Ministries/Departments of the Government of India to furnish a monthly information in respect of transfer of allottees of General Pool Residential Accommodation to ineligible office/outstation posting/voluntary retirement/ resignation/death to this Directorate immediately on occurrence of such events along with details of general pool residential accommodation occupied by such allottees in order to take timely follow up action. In the said OM it was also requested that a copy of orders of transfer, voluntary retirement and resignation may be endorsed to this Directorate as this would not only avoid unauthorized occupation of government accommodation but it would improve availability of government accommodation for allotment to other government servants who are in the waiting list.

2. It is further informed that this Directorate always forwards a copy of orders in cases of proven subletting to the concerned Ministry/Department/office to initiate disciplinary proceedings against the delinquent Government servant in terms of Department of Personnel and Training O.M.No.11013/14/85-Estt.(A) dated 6.3.1986 and O.M.No.F.11012/2/97-Estt.(A) dated 31.12.1997.

3. It has been past experience in this Directorate that a very few Ministries/Departments/offices have intimated the outcome of the Disciplinary proceedings, under CCS(CCA) Rules, 1964, to Directorate of Estates on proven subletting cases. Moreover, no Ministry/Department/Office endorses a copy of orders of transfer, voluntary retirement, resignation and death to this Directorate resulting in unauthorised occupation of government accommodation.

4. In order to obviate unauthorized occupation of government accommodation and to streamline allotment of government accommodation, all Ministries/Departments/Offices are once again requested to furnish final outcome of the Disciplinary proceedings, under CCS(CCA) Rules, 1964, to Directorate of Estates and to endorse a copy of orders in respect of transfer of officials to an ineligible office, eligible office and outstation and voluntary retirement, resignation,



death and missing government employees and employees on long leave (with medical certificate and without medical certificate) to this Directorate immediately on occurrence of such events along with details of general pool residential accommodation occupied by such allottees.

5. All Ministries and Departments of the Government of India are also requested to circulate this information to all offices (including statutory bodies etc.) under their control with the direction to adhere to the request of this Directorate without fail.



(S.K.Jain)

Deputy Director of Estates (Policy)

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To

1. All Ministries/Departments of the Government of India
2. DG, CPWD, Nirman Bhavan, New Delhi
3. All Officers and Sections of Directorate of Estates
4. All Regional offices of Directorate of Estates/CPWD
5. Sr.Technical Director, NIC – for uploading the OM.

Copy for information to:

1. PS to UDM
2. PS to MoS(UD)
3. Sr.PPS to Secretary, MoUD
4. PS to JS(UD)
5. PS to DE/ PS to DE-II